

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, FEBRUARY 23, 2020, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the regular and informational meetings held January 26 and February 1, 2021.
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
- IX. New Business
 - A. John I. Streetscape presentation
 - B. Move March meeting to PD
- X. Reports
 - A. Chairperson Report
 - 1. Excuse members
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - 1. Snowflakes
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY,
JANUARY 26, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Sandy Rabidue (arrived at 12:05 pm), Ken Walters, and Cathy Zimmerman in person; Joanne Bennett (West Branch), Joe Clark (West Branch), Samantha Fabbri (West Branch), and Erin Resteiner (West Branch) attended virtually.

Absent: Members: Anthony Bair and Autum Hunter.

Others present: City Manager John Dantzer.

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**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE THE MINUTES FROM
THE INFORMATIONAL AND REGULAR MEETINGS HELD DECEMBER 22, 2020.**

Yes – Bennett, Clark, Fabbri, Resteiner, Walters, Zimmerman

No – None Absent – Bair, Hunter, Rabidue Motion carried.

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**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE BILLS IN THE
AMOUNT OF \$53.91**

Yes – Bennett, Clark, Fabbri, Resteiner, Walters, Zimmerman

No – None Absent – Bair, Hunter, Rabidue Motion carried.

* * * * *

Chairperson Fabbri reminded everyone of the annual meeting with City Council and the Planning Commission that was scheduled for February 1 at 6:00 pm at the City police department. She further noted that it would be held virtually but if members would like to attend in person, to contact Manager Dantzer to make arrangements.

Chairperson Fabbri also noted that all of the garland that was taken down was thrown out and they would need to purchase new garland for this year. Discussion of different options took place.

Manager Dantzer introduced the idea of looking into purchasing an LED downtown Christmas tree.

MOTION BY FABBRI, SECOND BY ZIMMERMAN TO AUTHORIZE MANAGER DANTZER TO WORK WITH A SUBCOMMITTEE FOR THE PURCHASE OF UP TO \$25,000 OF CHRISTMAS DECORATIONS INCLUDING A CHRISTMAS TREE, GARLAND, AND LIGHT POLE SNOWFLAKE LIGHTS.

Yes – Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters, Zimmerman

No – None

Absent – Bair, Hunter

Motion carried.

Manager Dantzer went over the new virtual meeting policy.

Manager Dantzer went over the idea of looking into hiring a consultant for the downtown streetscape plan. The Board discussed the idea and it was the consensus to have John Iacoanageli from Beckett and Raeder attend the next meeting to go over a streetscape development plan.

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The meeting was adjourned at 12:45 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD JOINTLY WITH THE CITY COUNCIL AND PLANNING COMMISSION VIRTUALLY AT
THE WEST BRANCH POLICE DEPARTMENT AT 130 PAGE ST. ON MONDAY, FEBRUARY 1
2021.

The meeting was called to order by Chairperson Samantha Fabbri at 6:04 pm.

Present: Joanne Bennett, Joe Clark (West Branch, health order), Samantha Fabbri (West Branch, health order), Erin Resteiner (West Branch, health order) Ken Walters, and Cathy Zimmerman.

Absent: Members: Anthony Bair, Autum Hunter, and Sandy Rabidue.

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Phil Shaw addressed Council and the Boards on the City’s designation of Bigfoot capital of Michigan.

Chairperson Cori Lucynski presented the annual Planning Commission update to Council

Chairperson Samantha Fabbri presented the annual DDA update to Council

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The meeting was adjourned at 6:40 pm.

*ATTACHED IS A
LIST OF THE
BILLS TO BE APPROVED
AT THIS MEETING*

BILLS

\$ 0

Paid but not approved

Christmas Designers

\$ 6,320.00

TOTAL BILLS

\$6,320.00

Early Buy Invoice # 33179



Order: CO00033179
Date Order 1/27/2021
Cust PO: EB2021 Q15.3981
Salesperson: Tricia

Bill To: CIT7079

Ship To: 0

John Dantzer
City of West Branch
121 N 4th St
West Branch MI 48661
USA

City of West Branch
121 N 4th St
West Branch MI 48661
USA

Line/Release	Item	Item Description	Qty	Unit Price	Net Amount
1	1-26425-000-LED-WW		1.000	588.00000	588.00
		3' - 3D Snowburst Tree Topper - C7 - War			
2	T-20-TWKRGBW		1.000	14,760.00000	14,760.00
		20' RGB Tree - Twinkly Pro			
3	G-914-DOFL-WW		90.000	42.19000	3,797.10
		9' x 14" Deluxe Oregon Fir Garland - Lit			
4	G-4514-DOFL-WW		90.000	21.38000	1,924.20
		4.5' x 14" Deluxe Oregon Fir Garland - L			

Christmas Designers.com LLC, 215 W. Park Ave, Sherman, TX, 75090, USA

Early Buy Invoice # 33179



Send Check Payment To:

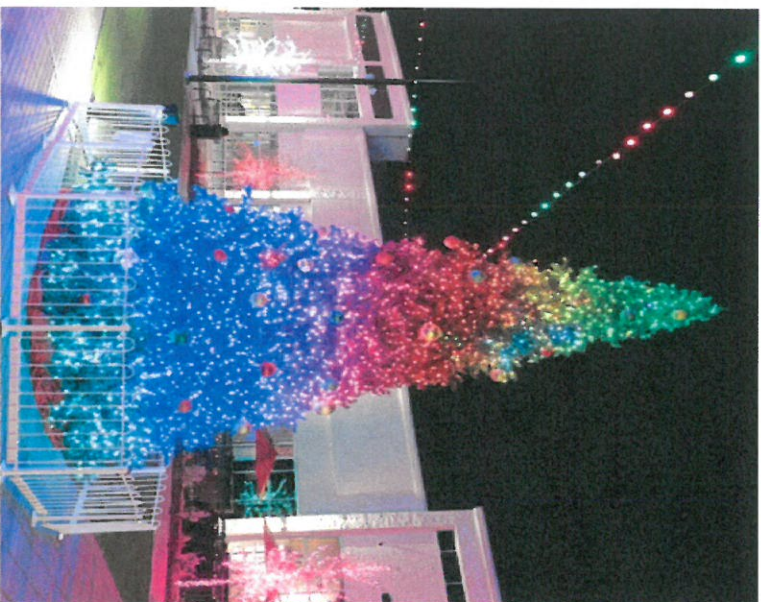
Christmas Designers.com LLC
Ashley
215 W. Park Ave
Sherman TX 75090

Sales Amount:	21,069.30
Sales Tax	0.00
Freight:	FREE
Prepaid:	0.00
Order Total:	21,069.30
Deposit Amount Due Now:	6,320.00

*** Order is not confirmed until deposit payment is received**

The #1 Choice for Pros and Christmas Enthusiasts

Home > 20' Twinkly Pro RGBW Majestic Mountain Pine Tree



20' Twinkly Pro RGBW Majestic Mountain Pine Tree

☆☆☆☆☆ [Ask a question](#)

IN STOCK SKU T-20-TWKRGBW

\$24,600.00

Free Shipping on Orders Over \$95

Add to Cart

qty

1

- OR -

Check out with **PayPal**

- OR -

 **PayPal CREDIT**

[Wish List](#) [Compare](#) [Email](#)

Details

20' Twinkly Pro™ RGBW Commercial Indoor/Outdoor Christmas Tree - Majestic Mountain Pine

Tree Height: 20'

Base Diameter: 12" with foliage

Lighting: Twinkly Pro™ RGBW Animated Lighting, Generation II

RGBW: Offers vibrant colors and improved white color spectrum.

Grade of Light Sets: Commercial Grade, Long Life

iOS compatible. Not currently compatible with Android Devices.

Controller Interface: Advanced Twinkly Pro app interface via Apple smart phones and Apple iPads.

Water Proof Rating: IP 65

Number of Branches: 56

Bulbs Per Branch: 120

Total Number of Capsules on Tree: 7920

Over 16 million + possible colors

Tree Usage Rating: Indoor/Outdoor Use

Frame Type: 2" High strength concentric stacking frames.

Expandable Size: Yes, additional rings can be purchased to increase the height of the tree.

Hardware: Commercial Grade

Steel Rings: 1" x .065 sq steel tubing ASTM A513



14", Deluxe Oregon Fir Garland, Lit, Warm White



9' x 14", Deluxe Oregon Fir Garland, Lit, Warm White

★★★★★ 16 Reviews [Ask a question](#)

Illuminate your holiday decorations with our elegant Pre-Lit Deluxe Oregon Fir Garland. The abundance of thick and luscious foliage is simply decorated with 100 mini LED lights that will emit maximum illumination. This versatile garland can be placed inside or outside, everywhere from balconies to pillars and stair railings. Decorate this garland with other colored LED lights and ornaments for a more modern decoration.

- 9' x 14" Deluxe Oregon Fir Garland with 100 mini LED Lights
- Fully lit and assembled straight out of the box.
- The 5mm wide angle conical LED lights are designed with maximum illumination that uses 90% less electric than traditional incandescent light sets.
- 75,000 hours of bulb life, which means the lights will shine brightly for many years to come.
- Perfect for indoor or outdoor use in any home or venue.
- Thick, lush greenery for added realism.
- Rich and quality garland will continue to look amazing year after year.
- It can be customized by adding ribbons and/or ornaments

OUT OF STOCK SKU G-914-DOFL-WW



Toll Free: (800)391-5280

International: +1(903)328-6023

Quotation # Q15 000003983

Quotation Date: Jan 27, 2021

Quotation Valid Until: Feb 15, 2021

Assigned Sales Rep: Tricia Pittman

Quote for:	Ship to:
John Dantzer City of West Branch 121 N 4th St West Branch, Michigan, 48661-1217 United States T: 989-345-0500	John Dantzer City of West Branch 121 N 4th St West Branch, Michigan, 48661-1217 United States T: 989-345-0500
Payment Method	Shipping Method:
(Total Shipping Charges \$0.00)	

Products	SKU	Original Price	Discount Price	Qty	Tax	Subtotal
4' Silhouette Arctic Snowflake, 2, LED	1-23264-000-LED	\$567.00	\$453.60	12	\$0.00	\$5,443.20
5' Silhouette Crystal Snowflake, LED	1-23197-000-LED	\$476.28	\$381.02	12	\$0.00	\$4,572.24

Comment with quote:

This item is custom made to order and requires a production time, please allow 4-6 weeks to manufacture and then ship.

4' Arctic Snowflake Freight - \$355.00

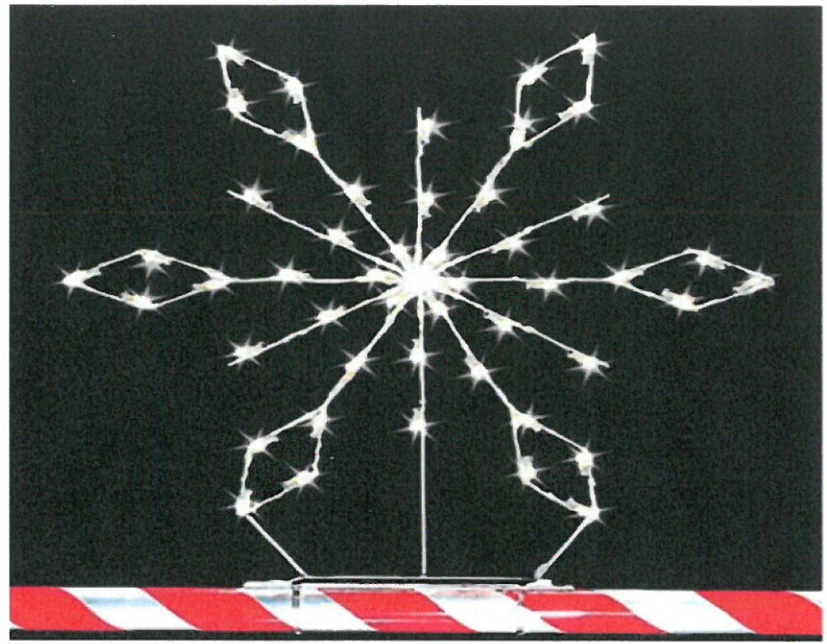
5' Crystal Snowflake Freight - \$355.00

Freight is estimated 3-4 business days transit.

Subtotal: \$10,015.44
Discount: \$0.00
Tax: \$0.00
Grand Total: \$10,015.44

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any questions at all

Home > 5' Silhouette Crystal Snowflake, LED



5' Silhouette Crystal Snowflake, LED

☆☆☆☆☆ [Ask a question](#)

Christmas Designers 5' Silhouette Crystal Snowflake Pole Decoration is designed for demanding commercial Christmas applications.

IN STOCK SKU 1-23197-000-LED

\$476.28

****Please note: Product is made to order. Manufacturing time frame is 4-6 weeks, plus an additional 3-4 business days for shipping.**

Excluded from Free Shipping

Add to Cart

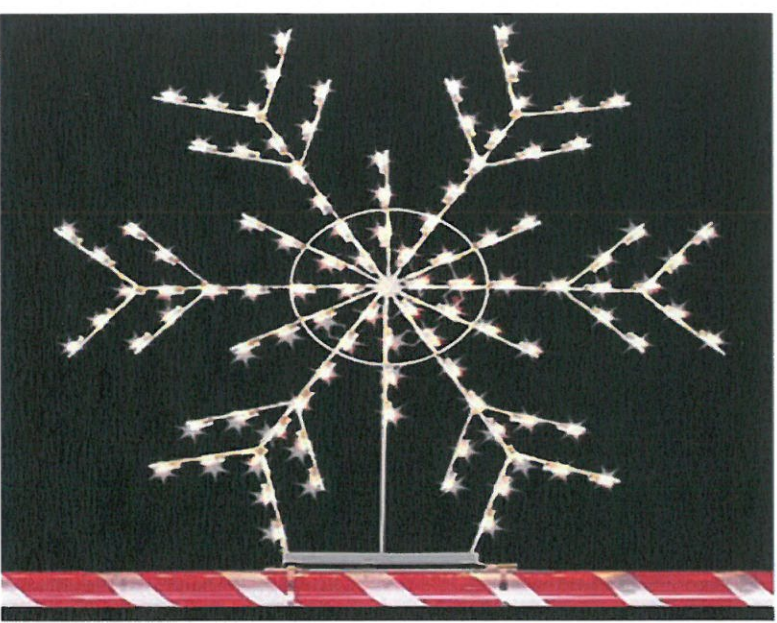
Qty

- OR -

Check out with **PayPal**

- OR -

PayPal CREDIT



4' Silhouette Arctic Snowflake, 2, LED

☆☆☆☆☆ [Ask a question](#)

Christmas Designers 4' Silhouette Arctic Snowflake Pole Decoration is designed for demanding commercial Christmas applications.

IN STOCK SKU 1-23264-000-LED

\$567.00

****Please note: Product is made to order. Manufacturing time frame is 4-6 weeks, plus an additional 3-4 business days for shipping.**

Excluded from Free Shipping

Add to Cart

qty

- OR -

Check out with **PayPal**

- OR -

PayPal CREDIT

Amount approved at January meeting	25,000.00
Christmas tree and garland purchase	21,069.30
Left to spend	3,930.70

12- 5' crystal snowflake	5,443.20
12-4' arctic snowflake	4,572.24
shipping for either	355.00

The original plan was to look at purchasing 12 snowflakes that would run along the north and south of Houghton at 2nd, 3rd, and 4th

The light poles on 2nd to the east side do not line up
The light poles on 2nd to the west side do line up
The light poles on the east side of 3rd line up
The light poles on the west side of 3rd do not line up
The light poles on the east side of 4th line up
The light poles on the west side of 4th line up

Circles are locations of light poles



**CITY OF WEST BRANCH
DDA MEETING
FEBRUARY 23, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Council scheduled for February 23, 2021 starting at 12:00 pm will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

The DDA is inviting you to a scheduled Zoom meeting.

Topic: DDA regular meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/9150121648>

Meeting ID: 915 012 1648

One tap mobile

+16465588656,,9150121648# US (New York)

+13017158592,,9150121648# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 915 012 1648

Find your local number: <https://us02web.zoom.us/j/kcet2uGKrV>

If you wish to speak with any of our DDA members, please reach out via their email addresses below or you may call City Hall @ (989) 345-0500 to leave a message for them.

CITY COUNCIL MEMBERS

Chairperson Samantha Fabbri – fabbriwbdda@westbranch.com

Joe Clark -- clarkwbdda@westbranch.com

Autum Hunter --- hunterwbdda@westbranch.com

Cathy Zimmerman --- zimmermanwbcouncil@westbranch.com

Joanne Bennett -- bennettwbcouncil@westbranch.com

Anthony Bair – bairwbdda@westbranch.com

Sandy Rabidue – rabiduewbdda@westbranch.com

Ken Walters – waltersk@westbranch.com

Erin Resteiner – resteinerwbdda@westbranch.com

And as always, minutes of all DDA Meetings can be found on our website at www.westbranch.com, under the Government Tab.